



OFFICE OF THE UNIVERSITY REGISTRAR  
UNIVERSITY OF THE PHILIPPINES VISAYAS

New Administration Building, UP Visayas, Campus, Miagao 5023, Iloilo  
Telefax: (033) 315-8556 Trunklines: (033) 315-9631 to 32; 508-4164 to 65 – Local 191, 192 & 193  
Email: our.upvisayas@up.edu.ph



\_\_\_\_\_  
(Date)

The Principal/Registrar

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam:

We would like to request for the Official Secondary Permanent Record (Form 137) from Grade 7 to 12 of \_\_\_\_\_ with remarks, **“Graduated and Eligible for Admission to College”** and **“Copy for U.P. Visayas”**.

Please attach a certified true copy of the official secondary permanent records from previous school he/she attended, if any.

Furthermore, the bearer of this request is authorized to hand-carry the aforesaid document enclosed in a sealed envelope.

Thank you for your immediate attention on the matter.

Truly yours,

**NIEVES A. TOLEDO**  
University Registrar

This computer-generated document serves as an official request. No signature is required.